



## **JOB DESCRIPTION**

**Title:** Head of Procurement  
**Reports to:** Chief Financial Officer

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### **Main purpose of the job**

Working to the strategic objectives set by the Chief Financial Officer

- Manage the adherence of the RBO Procurement and Due Diligence Policy across the RBO Group
- Drive forward efficiencies and ambitious savings targets in line the needs of the business.
- Sit on Project Board of the Finance Systems Transformation project and support the project manager with training, roll out etc.
- Develop and manage strong relationships with key internal and external stakeholders
- Develop and embed organisational Preferred Supplier Lists (PSL) and develop shared ownership of key supplier relationships across the business
- Assess our supply chains and activities to ensure compliance with the Modern Slavery Act 2015
- Ensure effective sustainable procurement practices are established and embedded within the organisation's processes.

### **Main Responsibilities**

#### *Procurement Policy Strategy and Best Practice*

- Ensure all aspects of regulatory compliance are adhered to in relation to the Procurement and Due Diligence Policy
- Ensure policy documents are kept updated and any changes communicated effectively to key stakeholders
- Provide regular reports as required to Executive team and Trustees to demonstrate value for money and compliance.
- Develop and implement a multiyear procurement strategy, ensure all staff members involved in procurement are aware of and fully understand the relevant policies & processes and have access to, are appraised of and make good use of appropriate systems, processes and templates

- Provide training, guidance and coaching as needed
- Challenge existing practices across all areas of the organisation and actively seek ways to achieve better outcomes.
- Further develop existing measures for managing suppliers and procurement in a consistent way across the business, based on knowledge and understanding of procurement best practice
- Maintain a bank of standard processes and templates which meet the needs of the organisation
- Devise supplier assessment measures and techniques to measure performance and quality of current and future suppliers

#### *Relationship Management*

- Develop strong and effective working relationships based on mutual trust, understanding and service delivery
- Gain a good understanding of the needs of key stakeholders and different Departments to deliver to the operational demands of the business
- Develop appropriate forums for regular meetings, briefings, cross-department communications and two-way dialogue across all key stakeholder business units
- Work to support strong relationships and team working with colleagues in the Finance, Legal and Business Affairs team and across all Financial Controllers
- Play a role in negotiating and managing contracts with key organisational suppliers.

#### *Portfolio Management*

- For high value or complex procurements, administer full tender and due diligence process including market research, due diligence, commercial evaluation, contract development and negotiation
- Measure progress on management of suppliers, department PSLs and the overall supplier portfolio in line with agreed targets and to ensure consistent application of policy and procedures
- Provide the Chief Financial Officer with regular management information metrics on procurement expenditure, PSL management and progress against objectives set
- Discuss targets, objectives and the best way to achieve progress on these with the Chief Financial Officer on a regular basis.

#### *Continuous Improvement and ESG*

- Maintain knowledge of best practice processes in procurement, supplier selection and supplier management
- Keep up to date on new developments, trends and practices, particularly those which might deliver substantial benefits to the RBO
- Keep the Chief Financial Officer apprised of any important developments in best practice and put forward recommendations for improvements which could benefit the business
- Support a culture and practice of continuous improvement across the organisation
- Work closely with the Environment Manager, including playing an active role in the Sustainability Strategy Group and relevant initiatives.

#### *Risk management*

- Produce annual statement on Modern Slavery
- Develop organisational process and plans to reduce modern slavery and associated risks across RBO supply chains

### **Key Performance Indicators**

- Building of strong relationships with key colleagues and stakeholders and achieving buy in for organisational objectives
- Consistent understanding and working to RBO Procurement and Due Diligence Policy and the e-purchasing system across the organisation
- Development of tools, measures and processes suited to the needs of the business and effective roll out across the organisation
- Regular management information reports against agreed measures and targets
- Delivery of an effective programme for regular communication with stakeholder departments to support change and continuous improvement
- Delivery of progress, improvements and savings against objectives and targets set.

## **PERSON SPECIFICATION**

### **Essential Knowledge, Skills and Experience**

#### ***Procurement***

- Substantial procurement experience in a tightly managed medium sized business
- Experience of managing significant procurement budgets and delivering improvements to the business
- Able to devise best practice tools, measures and processes (including category management) suited to the procurement and supplier management needs of a diverse business
- Able to manage own continuing professional development and develop areas of specialist knowledge or expertise as needed for the business.

#### ***Analytical Skills***

- Experience of working effectively with at least one e-Procurement system
- Ability to apply a set of measures to current practice and provide ROI reporting
- Experience of managing preparation of regular management reports and delivery of sound financial / budget analysis
- Strong spreadsheet manipulation skills and advanced Excel work
- A meticulous and methodical approach
- Ability to identify and manage improvements in reporting in line with business needs.

#### ***Project Management Skills***

- Experience of managing or supporting implementation of a new system
- Good track record in delivering accurate, high-quality work and reports to deadlines and to required standards
- Strong report development and writing skills
- Strong project management and administrative skills
- Consistent performance under pressure.

#### ***Relationship Management Skills***

- Strong relationship building skills and ability to manage relationships with key clients, colleagues or stakeholders across the organisation
- Ability to convey complex information in a compelling way to create understanding
- Ability to create buy in with key stakeholders and sense of shared ownership

- Ability to manage change, using workshops and coaching sessions as part of a communication programme
- A strong team player with a positive approach to problem solving
- Flexible approach to work, willing to play a full role in ensuring the success of the team.

### **Continuous Improvement**

- Ability to work to and support a culture of continuous improvement
- The ability to assimilate new information, and develop new skills or hone existing skills, to be able to deliver work to a high standard
- Commitment to managing own learning and continuous development relevant to the role
- Willingness to work sustainably and consider new or improved ways of working to reduce our impact on the environment.
- Commitment to understanding and upholding the charitable aims of the Royal Ballet and Opera – securing the future of ballet, opera and music, ensuring broad access to the artforms and reaching communities via our learning and participation programmes.

*Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.*

